WAIS, Inc.
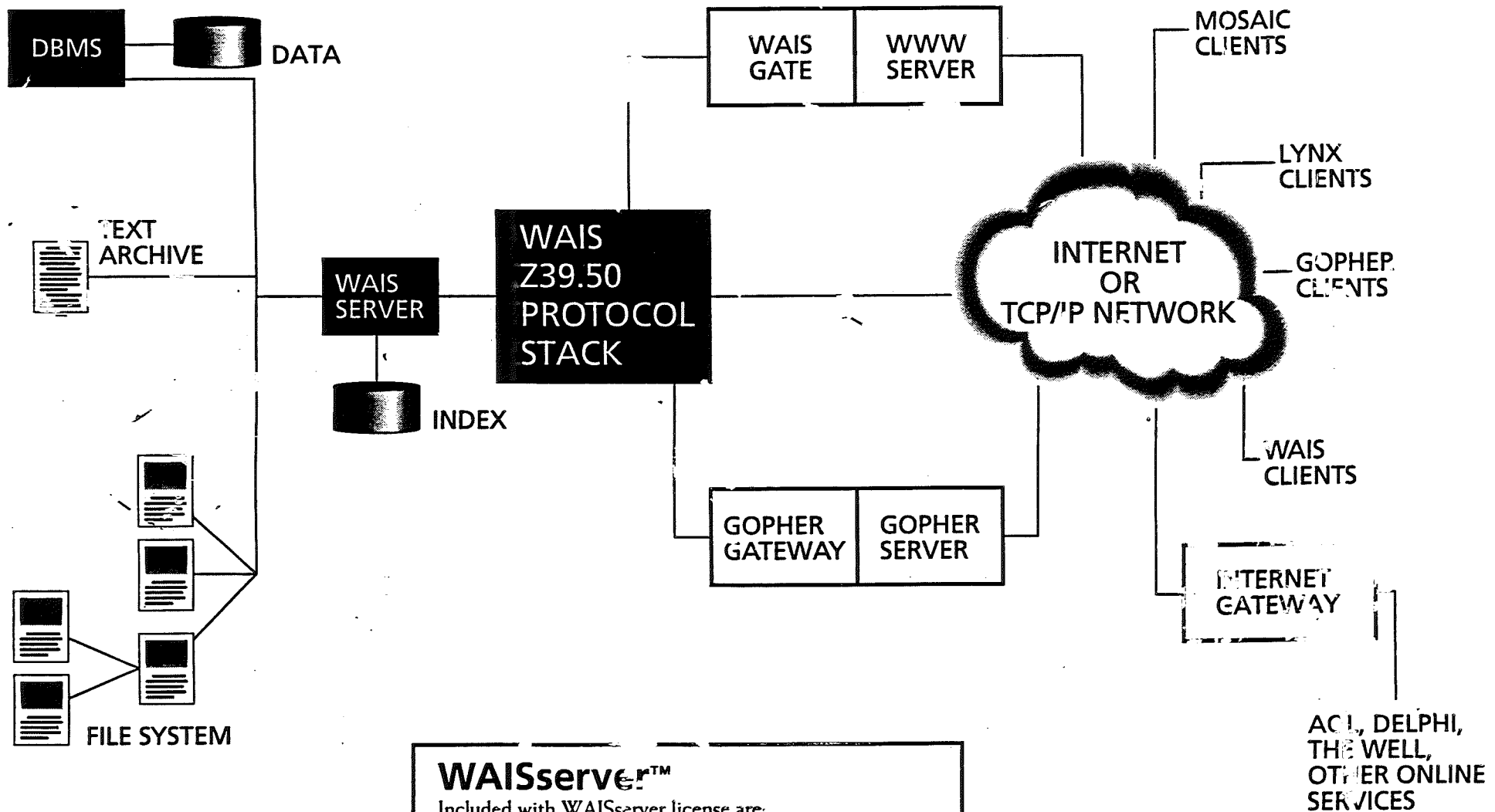
STAFF MEETING AGENDA

March 6, 1995

I.   <u>Weekly Business Reports</u>

     A.   Sales/Marketing
     C.   Product Development
     D.   Services Development
     B.   Human Resources/Administration

II. <u>Meeting Objective</u>

Move plan & Co-location

III. <u>Issues for the Week</u>

Meikle: Server & network issues

IV. <u>Summary</u>

Where The WAISserver Fits

DBMS

DATA

TEXT ARCHIVE

WAIS SERVER

WAIS Z39.50 PROTOCOL STACK

INDEX

FILE SYSTEM

WAIS GATE

WWW SERVER

GOPHER GATEWAY

GOPHER SERVER

INTERNET OR TCP/IP NETWORK

MOSAIC CLIENTS

LYNX CLIENTS

GOPHER CLIENTS

WAIS CLIENTS

INTERNET GATEWAY

ACL, DELPHI, THE WELL, OTHER ONLINE SERVICES

WAISserver™

Included with WAISserver license are:

1. Custom Parser Toolkit
2. Indexer
3. Search   Retrieval
4. Z39.50 Protocol Stack
5. Gopher Gateway
6. WAISgate
7. Forwarder
8. Usage Statistics Log

WAIS, Inc.

STAFF MEETING AGENDA

February 6, 1995

I. <u>Monthly Business Reports</u>

    A.   Sales/Marketing
    C.   Product Development
    D.   Production Services
    B.   Human Resources/Administration

II. <u>Meeting Objectives</u>

- Recruiting
- December Financial Report

III. <u>Issues for the Week</u>

- Chris Younger from our law firm will discuss stocks from 12:45pm.

IV. <u>Summary</u>

WAIS, Inc.

STAFF MEETING AGENDA

February 6, 1995

I. <u>Monthly Business Reports</u>

      A.   Sales/Marketing
      C.   Product Development
      D.   Production Services
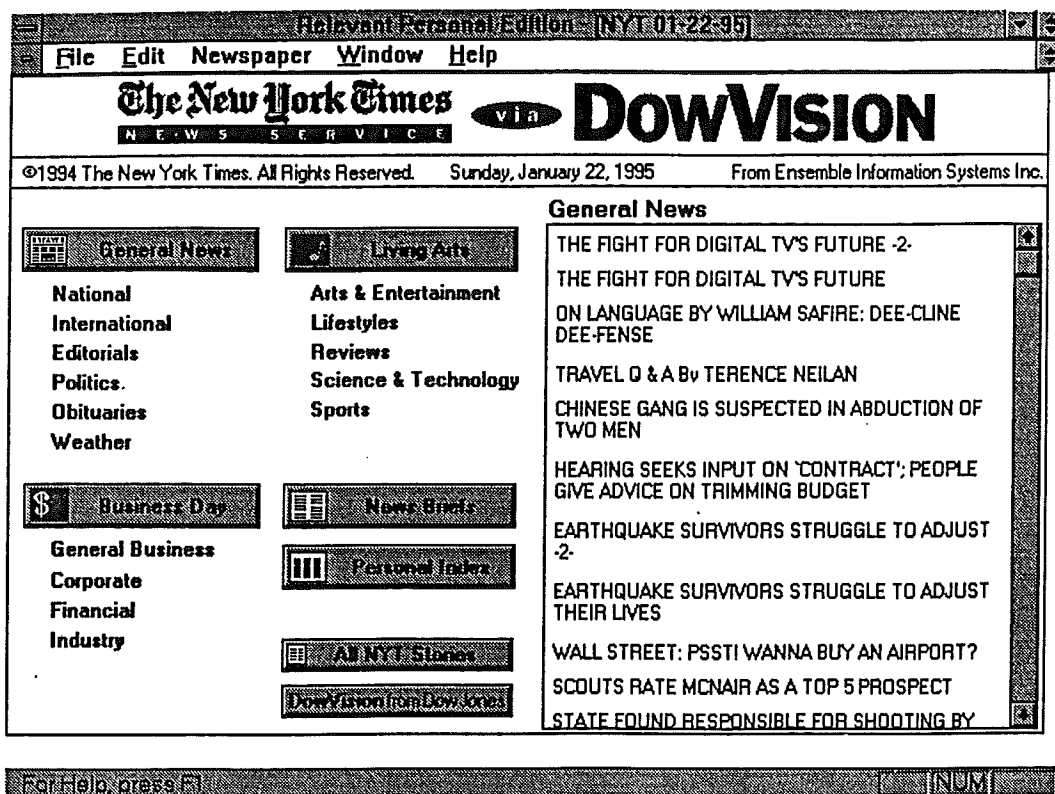   B.   Human Resources/Administration

             OPERATIONS

II. <u>Meeting Objectives</u>

- Recruiting
- December Financial Report

III. <u>Issues for the Week</u>

- Chris Younger from our law firm will discuss stocks from 12:45pm.

IV. <u>Summary</u>

Relevant Personal Edition: [NYT 01-22-95]

File Edit Newspaper Window Help

The New York Times via **DowVision**
NEWS SERVICE

©1994 The New York Times. All Rights Reserved.   Sunday, January 22, 1995   From Ensemble Information Systems Inc.

General News

General News	Living Arts
National	Arts & Entertainment
International	Lifestyles
Editorials	Reviews
Politics.	Science & Technology
Obituaries	Sports
Weather	

$ Business Day	News Briefs
General Business	
Corporate	Personal Index
Financial	
Industry	All NYT Stories
	DowVision from DowJones

THE FIGHT FOR DIGITAL TV'S FUTURE -2-

THE FIGHT FOR DIGITAL TV'S FUTURE

ON LANGUAGE BY WILLIAM SAFIRE: DEE-CLINE DEE-FENSE

TRAVEL Q & A Bv TERENCE NEILAN

CHINESE GANG IS SUSPECTED IN ABDUCTION OF TWO MEN

HEARING SEEKS INPUT ON 'CONTRACT': PEOPLE GIVE ADVICE ON TRIMMING BUDGET

EARTHQUAKE SURVIVORS STRUGGLE TO ADJUST -2-

EARTHQUAKE SURVIVORS STRUGGLE TO ADJUST THEIR LIVES

WALL STREET: PSST! WANNA BUY AN AIRPORT?

SCOUTS RATE MCNAIR AS A TOP 5 PROSPECT

STATE FOUND RESPONSIBLE FOR SHOOTING BY

For Help, press F1   NUM

download a newspaper directly, although a Simple Mail Transfer Protocol mailbox also can be used.

To test the Web-based archive, go to URL http://dowvision.WAIS.com/ and register as a beta tester. For more information on the suite of applications offered by DowVision, go to URL http://www.ensemble.com/.

allows users to focus directly on important news. The stock ticker option lets users track market activities of specified companies.

The Relevant package also lets one assemble his or her own newspaper. With indices similar to the personal index, a user can define up to three sections to track specific companies, industries, regions, subjects or other topics. Newspapers are assembled from the full range of DowVision data and can be updated whenever at any time.

Dow Jones also is testing a World Wide Web-based information retrieval system that allows users to search DowVision archives to retrieve articles quickly from BusinessWire, newspapers and the Dow Jones wire. This service also is free during the beta test, but users must register as official testers.

To test the Relevant system, download the software from ftp.ensemble.com (Windows and Macintosh versions are available). Installation is straightforward, requiring only that a user unzip and install the software, then enter vital information, including an e-mail address. Either Winsock 1.1 or MACtcp must be running in order to

GANNETT ADDS SUBURBAN PAPERS TO PRODIGY TO BUILD COVERAGE
Duplicates Service On CompuServe

Prodigy Services Co. continued to build its portfolio of online newspapers with the announcement that the online service will add 10 newspapers from Gannett Suburban Newspapers. The papers, concentrated in the New York City area, also are available on the CompuServe Information Service (CIS).

Gannett executives said the decision to go with both online services reflects the company's desire to be seen by as many users as possible. "In a competitive New York media market, we play to our strengths of local news and information," said Kenneth Paulson, vice president and executive editor of Gannett Suburban Newspapers.

"Our alliance with Prodigy gives us the opportunity to add a new dimension to our hometown coverage of education, government, health, the environment, sports and the arts," he said. "It's our goal to deliver Main Street by modem."

The Gannett newspapers have been available

signals when trying to access the company's points of presence.

Nevertheless, the company (which went public in December at $16 per share and zoomed as high as $29.25 before settling around $25 per share) provides one of the few national Internet services aimed at consumers. That position will change as first MCI Corp. enters the market with InternetMCI and then Microsoft Corp. enters the market later this year.

BellSouth DROPS ORACLE FOR SYBASE IN VDT TEST
Price, Timing Issues of Contention

BellSouth Corp. dropped Oracle as its video dialtone software provider Jan. 16, tapping database software rival Sybase Inc. as a replacement. Oracle will continue to supply transaction processing software for the 12,000-home trial in the Atlanta suburb of Chamblee, Ga.

Press reports cited Oracle's price for the software as well as BellSouth's aggressive deployment schedule as reasons for the switch. Oracle has used its early entrance into the multimedia software market as leverage for building a customer base during the proliferation of trials.

The Mountain View, Calif., software company has contracts with Bell Atlantic Corp. for its Northern Virginia trial and for four sites in California for Pacific Bell Corp.'s broadband network rollout. It has demonstrated a working system with British Telecom PLC (BT).

Sybase Scoops Up Contracts

Sybase, which unveiled its Intermedia suite of video network tools in May, also has scooped up a number of contracts. The software will be used in Southern New England Telephone Corp.'s (SNET) Connecticut trial, in Cox Cable's test system in Omaha, Neb., and in Singapore's video on demand trial.

The BellSouth trial is expected to begin this summer, pending Federal Communications Commission approval.

DowVision TESTS INTERNET DELIVERY
Wire Service, Full Text Of Wall Street Journal and New York Times Available

In a partnership with Wais Inc. and Ensemble Information Systems Inc., the information packager DowVision (a division of Dow Jones & Co. Inc.'s Business Information Services) is testing delivery of news through the Internet. The service includes searchable archives of the Dow Jones business newswire, full text of *The Wall Street Journal* and *The New York Times* and the ability to create custom news products tailored to a user's pre-specified selections.

The service — free during beta tests — allows users to subscribe to a newspaper and have it downloaded to their desktops each day. The newspaper can be sent via a direct Transmission Control Protocol/Internet Protocol connection or via electronic mail. The newspaper service is expected to cost approximately $50 per month when it becomes commercially available.

The service uses Relevant Personal Edition, a form-based interface developed by Ensemble. Newspaper content is downloaded and "poured" into Relevant automatically. Once the paper arrives, it can be searched by section or by a number of user-specified topic areas.

IISR downloaded the full news content of the Sunday *New York Times* national edition to "stress test" the system. Once the 1 MB file arrived, we were able to jump quickly through the paper, finding stories we had missed in the newsprint edition.

The main screen is split between a section list including General News, Business and Arts & Leisure. Clicking on the section icons provides a list of all stories in each section on the right side of the screen. Subsections, for example those dividing General News into National, International, Editorials, Politics and Obituaries, instantly bring up lists of stories relevant to a selected topic.

Even more powerful is the personal index feature, which allows users to customize their views of the paper. Clicking on lists of companies

Manufacturing and Maintenance

• Manufacturing Design/Process Integrity
Being able to search original design documentation at remote locations ensures compatibility of new designs, parts, components, and processes against original design and engineering specifications.

• Repair and Maintenance
Create online access to technical notes for field technicians. WAISserver lets the technician search for repair procedures by specific brand, model, part or other product specific information.

Marketing and PR

• Press Releases
Provide improved access for marketing and public relations to relevant online information. WAISserver lets users search an archive of press releases, announcements, executive briefings, or executive biographies.

• Pre-sales Literature Requests
Let your customers and leads filfill their own requests for current product or service literature online. WAISserver lets customers search for information on the products and services that are of the most interest to them.

Human Resource and Recruiting

• Locating Human Resources
Quickly locate specialists for new ventures, consulting projects, or development of project teams. WAISserver helps managers find the most relevant documents within a database of resumes, proposals, contracts, and presentations .

• Human Resource Job Openings
Search available job openings to match the right person to the position. Positions can be indexed by job title, manager name, salary, location, and responsibilities.

• Resumes
Search large resume databases online by education, geographical location, interest area, titles, and salary history.

• Tracking Consulting Services/Contract Employment
Track and list information about consultants and contract employees. WAISserver lets users search by task, specialty areas, results, or comments from other managers.

⊹⊹ WAIS Inc
Wide Area Information Servers

WAIS Inc.
Applications of the WAISserver

Communication and Organization

• E-mail Archive
Instant access to e-mail archives provides multiple benefits to your entire organization: Review past correspondence, improve meeting preparation, or quickly locate a customer's account history. WAISserver lets users search archives for specific text, by date, sender, subject line, or key words.

• In-House Phone Directories

Online phone directories provide current information while eliminating the expense of printing and distributing hard copies. WAISserver enables phone books to be searched by name, title, department, location, and more.

• Net News Bulletin Board Archive

Take advantage of the wealth of relevant information posted to the Net News Bulletin Boards. WAISserver lets users search archived Net News by category, topic, sender, or date.

• Searching Calendars

Coordinate events and meetings by searching multiple calendars in multiple sites. WAISserver allows for indexing of names, dates, times, and other relevant information contained in online calendars.

Help Desk, Sales Support and Training

• Help Desk
Create an online help desk where customers can search technical problem resolution archives. WAISserver lets users search by symptom, computer platform, configuration, or by specific technical environment.

• Internal Sales and Technical Support

Improve access to technical documents and problem resolution information among the sales, technical, and executive staff. WAISserver enables searching by symptom, platform, configuration, technical environment.

• Training

Streamline the training process by placing training materials online. WAISserver helps employees quickly locate information on how to accomplish a particular task. Search for specific documents, procedures, photos, video clips, or product specifications.

⊹ WAIS Inc
Wide Area Information Servers

WAIS, Inc.

STAFF MEETING AGENDA

December 12, 1994

I. <u>Weekly Business Reports</u>

      A.   Sales
      B.   Human Resources/Administration
      C.   Product Development
      D.   Services Development
      E.   Support
      F.   Calendar
      G.   Marketing

II. <u>Meeting Objective</u>

III. <u>Issues for the Week</u>

IV. <u>Summary</u>

January 1995

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 8:00 Staff Meeting 11:00 Status Meeting	4	5 •JD, CR Seattle •BK D.C.?	6 •JD, CR Seattle	7
8	9 12:00 Board Meeting	10 •JD - out	11 •Multimedia Conf. (Paris)	12 4:00 JD Presentation •Multimedia Conf. (Paris)	13 •MILIA (Cannes) •Multimedia Conf. (Paris)	14 •MILIA (Cannes)
15 •MILIA (Cannes)	16 10:45 JD Panel •MILIA (Cannes)	17 •Integralis-JD?	18	19	20 •JD back	21
22	23	24	25	26	27	28
29	30	31	1	2	3 •Ski Weekend	4 •Ski Weekend

February 1995

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3 •Ski Weekend	4 •Ski Weekend
5 •Ski Weekend	6	7	8	9	10	11
12	13 12:00 Board Meeting	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4

March 1995

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 9:00 BK:Telestrategies Internet Conf, DC, Keynote	22	23	24	25
26	27	28	29	30	31	1

January 1995

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 12:00 Board Meeting	10 •JD - out	11 •Multimedia Conf. (Paris)	12 4:00 JD Presentation •Multimedia Conf. (Paris)	13 •MILIA (Cannes) •Multimedia Conf. (Paris)	14 •MILIA (Cannes)
15 •MILIA (Cannes)	16 10:45 JD Panel •MILIA (Cannes)	17 •Integralis-JD?	18 •JD back?	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

December 1994

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28 •Dan back	29	30 12:00 Board Meeting	1	2	3
4	5	6 •Internet World (D.C.)	7 •Internet World (D.C.)	8 •Internet World (D.C.)	9	10
11	12	13	14	15	16	17 •Dia out? •Than out
18	19	20	21	22	23 •WT out •HM out •BK out	24
25	26 •Dia back? •Than back	27 •WT back	28	29 •HM back •BK back	30	31

February 1995

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13 12:00 Board Meeting	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4

WAIS, Inc.

STAFF MEETING AGENDA

December 12, 1994

I.   <u>Weekly Business Reports</u>

        A.   Sales
        B.   Human Resources/Administration
        C.   Product Development
        D.   Services Development
        E.   Support
        F.   Calendar
        G.   Marketing

II.   <u>Meeting Objective</u>

III.   <u>Issues for the Week</u>

IV.   <u>Summary</u>

January 1995

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	**2**	**3** *MH-in*	**4**	**5**	**6**	**7**
8	**9** 12:00 Board Meeting	**10** •JD - out	**11** •Multimedia Conf. (Paris)	**12** 4:00 JD Presentation •Multimedia Conf. (Paris)	**13** •MILIA (Cannes) •Multimedia Conf. (Paris)	**14** •MILIA (Cannes)
15 •MILIA (Cannes)	**16** 10:45 JD Panel •MILIA (Cannes)	**17** •Integralis-JD?	**18** •JD back?	**19**	**20**	**21**
22	**23**	**24**	**25**	**26**	**27**	**28**
29	**30**	**31**	1	2	3	4

December 1994

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28 •Dan back	29	30 12:00 Board Meeting	1	2	3
4	5	6 •Internet World (D.C.)	7 •Internet World (D.C.)	8 •Internet World (D.C.)	9	10
11	12	13	14	15	16	17 •Dia out? •Than out
18	19	20	21	22	23 •WT out •HM out •BK out *MH out*	24
25	26 •Dia back? •Than back	27 •WT back	28	29 •HM back •BK back	30	31

February 1995

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13 12:00 Board Meeting	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4

Purchase Request Form

Name: **Date of Request:**

Department: **Delivery Needed by:**

Approved by:

Please submit this request form to the office manager at least one week in advance of the requested delivery date.

Qty.	Item Description

WAIS, Inc.

STAFF MEETING AGENDA

November 28, 1994

I.   <u>Weekly Business Reports</u>

      A.   Sales
      B.   Human Resources/Administration
      C.   Product Development
      D.   Services Development
      E.   Support
      F.   Calendar
      G.   Marketing

II.   <u>Meeting Objective</u>

III.   <u>Issues for the Week</u>

      A. Meikle: User testing activities
      B. Kevan: Directory clean-up

IV.   <u>Summary</u>

BOOKINGS

Week Ending:	Booking $ New Orders By Week	MTD Booking $	November Bookings Quota	% of MTD Goal	YTD Booking $	YTD Bookings Quota	% of YTD Goal	% of FY95 Goal
11/4/94	$0.00	$0.00	$234,000.00	0.00%	$1,000,150.00	$969,000.00	103.21%	33.34%
11/11/94	$0.00	$0.00	■	0.00%	$1,000,150.00	■	103.21%	33.34%
11/18/94	$174,750.00	$174,750.00		74.68%	$1,174,900.00		121.25%	39.16%
11/25/94	$0.00	$174,750.00		74.68%	$1,174,900.00		121.25%	39.16%

REVENUE

Week Ending	New Revenue $ For Week	MTD Revenue $	October Revenue Quota	% of MTD Goal	YTD Revenue $	YTD Revenue Quota	% of YTD Goal	% of FY95 Goal
11/4/94	$33,000.00	$33,000.00	$234,000.00	14.10%	$1,205,582.27	$969,000.00	124.42%	40.19%
11/11/94	$0.00	$33,000.00	■	14.10%	$1,205,582.27	■	124.42%	40.19%
11/18/94	$187,400.00	$220,400.00		94.19%	$1,392,982.27		143.75%	46.43%
11/25/94	$0.00	$220,400.00		94.19%	$1,392,982.27		143.75%	46.43%

Weekly Sales Log – November 1994

Customer (City, State)	November 1994	December 1994	January 1995	February 1995	March 1995	April 1995	May 1995	June 1995	Total FY95	FY96	Why Backlog?
Products											
USGS (Reston, VA)		$15,000									Awaiting GILS compatibility
Sandia NL (Albuquerque, NM)	$10,000										
Nat'l Ctr Mfg Science (Ann Arbor, MI)	$10,000										Training
NTIS (Springfield, VA)		$10,000									Training
National Archives (College Pk,MD)	$10,000										Needs Installation & Training
	$30,000	$25,000	$0	$0	$0	$0	$0	$0	$55,000	$0	
Information Services											
Reuters			$50,000		$50,000					$88,800	Being built
Intel		$6,750									Contract services
CMP	$25,000	$29,400									Contract deliverables
	$25,000	$36,150	$50,000	$0	$50,000	$0	$0	$0	$161,150	$88,800	
Contracts											
AOL	$50,000	$25,000									
Conquest	$5,000	$5,000	$5,000	$5,000							
DataVault	$64,000	$14,000	$14,000	$8,000							
RJO/DTIC	$30,000		$19,026			$19,026					
Fulcrum		$50,000	$50,000	$50,000							
	$149,000	$94,000	$88,026	$63,000	$0	$19,026	$0	$0	$413,052	$0	
Totals:	**$204,000**	**$155,150**	**$138,026**	**$63,000**	**$50,000**	**$19,026**	**$0**	**$0**	**$629,202**		

Total Backlog FY95
$629,202

Customer (City, State)	December 1994	January 1995	February 1995	March 1995	April 1995	May 1995	June 1995	FY96
Products								
	$0	$0	$0	$0	$0	$0	$0	$0
Information Services								
Dow Jones	$5,000	$5,000	Shared	Shared	Shared	Shared	Shared	Shared
CMP	$3,687	$3,687	$3,687	$3,687	$3,687	$3,687	$3,687	$18,435
Scholastic	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	
	$11,687	$11,687	$6,687	$6,687	$6,687	$6,687	$6,687	$18,435
Contracts								
	$0	$0	$0	$0	$0	$0	$0	$0

Total Maintenance To Date
$11,687

December 1994

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30 10:00 Board Meeting	1	2	3
4	5	6 ∘Internet World (D.C.)	7 •BK 10:30-11:10am •Internet World (D.C.)	8 9:00 BK Keynote •Internet World (D.C.)	9 •Internet World (D.C.)	10
11	12	13	14	15	16	17 •Than out
18	19	20	21	22	23 •BK out	24
25	26 ∘Than back	27	28	29 •BK back	30	31

WAIS, Inc.

STAFF MEETING AGENDA

November 28, 1994

I. **Weekly Business Reports**

    A.   Sales
    B.   Human Resources/Administration
    C.   Product Development
    D.   Services Development
    E.   Support
    F.   Calendar
    G.   Marketing

II. **Meeting Objective**

III. **Issues for the Week**

    A. Meikle: User testing activities
    B. Kevan: Directory clean-up

IV. **Summary**

WAIS, Inc.

STAFF MEETING AGENDA

November 21, 1994

I. Weekly Business Reports

      A.   Sales
      B.   Human Resources/Administration
      C.   Product Development
      D.   Services Development
      E.   Support
      F.   Calendar

II. Meeting Objective

III. Issues for the Week

      A. Registering WAIS personnel for Four11 (Bruce)

IV. Summary

WAIS, Inc.

STAFF MEETING AGENDA

November 21, 1994

I. <u>Weekly Business Reports</u>

      A. Sales
      B. Human Resources/Administration
      C. Product Development
      D. Services Development
      E. Support
      F. Calendar

II. <u>Meeting Objective</u>

III. <u>Issues for the Week</u>

      A. Registering WAIS personnel for Four11 (Bruce)

IV. <u>Summary</u>

November 1994

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2 •NYC: BG, LS	3 •NYC: BG, LS	4 •NYC: BG, LS	5 •S.F. Bay Area Book Festival: BK 4PM
6 •JD leave for NYC	7 1:30 NYC Business Net: JD •OSS, VA	8 •Nick home •OSS, VA •JD return from NYC	9 •OSS, VA	10 •OSS, VA	11	12
13	14 •COMDEX (Las Vegas)	15 •COMDEX (Las Vegas)	16 •COMDEX (Las Vegas) •Stanford Workshop – JD	17 •COMDEX (Las Vegas) •BG – New Orleans	18 •BG – New Orleans	19
20	21	22 *Dan out*	23	24 Thanksgiving	25 Thanksgiving	26
27	28 *Dan back*	29	30 10:00 Board Meeting	1	2	3

December 1994

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30 10:00 Board Meeting	1	2	3
4	5	6 •Internet World (D.C.)	7 •BK 10:30–11:10am •Internet World (D.C.)	8 9:00 BK Keynote •Internet World (D.C.)	9 •Internet World (D.C.)	10
11	12	13	14	15	16 *Than out*	17
18	19	20	21	22	23	24
25	26 *Than back*	27	28	29	30	31

January 1995

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 •Multimedia Conf. (Paris)	12 4:00 JD •Multimedia Conf. (Paris)	13 •MILIA (Cannes) •Multimedia Conf. (Paris)	14 •MILIA (Cannes)
15 •MILIA (Cannes)	16 11:00 JD •MILIA (Cannes)	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

January 1995

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 •Multimedia Conf. (Paris)	12 4:00 JD •Multimedia Conf. (Paris)	13 •MILIA (Cannes) •Multimedia Conf. (Paris)	14 •MILIA (Cannes)
15 •MILIA (Cannes)	16 11:00 JD •MILIA (Cannes)	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

December 1994

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30 10:00 Board Meeting	1	2	3
4	5	6 •Internet World (D.C.)	7 •BK 10:30-11:10am •Internet World (D.C.)	8 9:00 BK Keynote •Internet World (D.C.)	9 •Internet World (D.C.)	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 1994

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2 •NYC: BG, LS	3 •NYC: BG, LS	4 •NYC: BG, LS	5 •S.F. Bay Area Book Festival: BK 4PM
6 •JD leave for NYC	7 1:30 NYC Business Net: JD •OSS, VA	8 •Nick home •OSS, VA •JD return from NYC	9 •OSS, VA	10 •OSS, VA	11	12
13	14 •COMDEX (Las Vegas)	15 •COMDEX (Las Vegas)	16 •COMDEX (Las Vegas) •Stanford Workshop – JD	17 •COMDEX (Las Vegas) •BG – New Orleans	18 •BG – New Orleans	19
20	21	22	23	24 Thanksgiving	25 Thanksgiving	26
27	28	29	30 10:00 Board Meeting	1	2	3

December 1994

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2 10:00 Board Meeting	3
4	5	6 •Internet World (D.C.)	7 •JD, 10:30-11:10am •Internet World (D.C.)	8 9:00 BK Keynote •Internet World (D.C.)	9 •Internet World (D.C.) •Pac Bell Developers' Forum ?	10
11	12	13	14	15	16 •NYC, McGraw-Hill: JD, LS	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 1994

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2 •NYC: BG, LS	3 •NYC: BG, LS	4 •NYC: BG, LS	5 •S.F. Bay Area Book Festival: BK 4PM
6 •JD leave for NYC	7 1:30 NYC Business Net: JD •OSS, VA	8 •JD return from NYC •OSS, VA •Nick home	9 •OSS, VA	10 •OSS: BK talk 10-11am •OSS, VA	11	12
13	14 •COMDEX (Las Vegas)	15 •COMDEX (Las Vegas)	16 •Stanford Workshop – JD •COMDEX (Las Vegas)	17 •BG – New Orleans •COMDEX (Las Vegas)	18 •BG – New Orleans •COMDEX (Las Vegas)	19
20	21	22	23	24 Thanksgiving	25 Thanksgiving	26
27	28	29	30	1	2 10:00 Board Meeting	3

January 1995

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 •Multimedia Conf. (Paris)	12 •Multimedia Conf. (Paris)	13 •MILIA (Cannes) •Multimedia Conf. (Paris)	14 •MILIA (Cannes)
15 •MILIA (Cannes)	16 •MILIA (Cannes)	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

WAIS, Inc.

STAFF MEETING AGENDA

November 14, 1994

I.   <u>Weekly Business Reports</u>

      A.   Sales
      B.   Human Resources/Administration
      C.   Product Development
      D.   Services Development
      E.   Support
      F.   Calendar

II.   <u>Meeting Objective</u>

III. <u>Issues for the Week</u>

IV.   <u>Summary</u>

Return-Path: <judy@wais.com>
Date: Fri, 4 Nov 1994 17:45:49 -0800
To: wais-staff@wais.com
From: judy@wais.com (Judy Chen)
Subject: Proposed 11/7 Staff Meeting Agenda

Please let me know of any additional issues/comments you'd like to bring up
at the meeting or of any changes/additions you'd like to make to the agenda.
Thanks!
-Judy

-

WAIS, Inc.

STAFF MEETING AGENDA

12 noon, October 24, 1994

I. Weekly Business Reports
   A. Sales report
   B. Human Resources/Administration report
   C. Product Development report
   D. Services Development report
   E. Support
   F. Calendar

II. Meeting Objective

Would the management like to propose something?

III. Issues for the Week

IV.   Summary

BOOKINGS

Week Ending:	New Orders By Week	Booking $ New Orders By Week	MTD Booking $	November Bookings Quota	% of MTD Goal	YTD Booking $	YTD Bookings Quota	% of YTD Goal	% of FY95 Goal
11/4/94	0	$0.00	$0.00	$234,000.00	0.00%	$961,650.00	$735,000.00	130.84%	32.06%

REVENUE

Week Ending		New Revenue $ For Week	MTD Revenue $	October Revenue Quota	% of MTD Goal	YTD Revenue $	YTD Revenue Quota	% of YTD Goal	% of FY95 Goal
11/4/94		$0.00	$0.00	$234,000.00	0.00%	$1,082,135.00	$735,000.00	147.23%	36.07%

Weekly Sales Log – October 1994

Return-Path: <judy@wais.com>
Date: Fri, 4 Nov 1994 17:45:49 -0800
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From: judy@wais.com (Judy Chen)
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Thanks!
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WAIS, Inc.

STAFF MEETING AGENDA

12 noon, October 24, 1994

I. Weekly Business Reports
   A. Sales report
   B. Human Resources/Administration report
   C. Product Development report
   D. Services Development report
   E. Support
   F. Calendar

II. Meeting Objective

Would the management like to propose something?

III. Issues for the Week

IV.   Summary

November 1994

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2 •NYC: BG, LS	3 •NYC: BG, LS	4 •NYC: BG, LS	5 •S.F. Bay Area Book Festival: BK 4PM
6 •JD leave for NYC	7 1:30 NYC Business Net: JD •OSS, VA	8 •JD return from NYC •OSS, VA •Nick home	9 •OSS, VA	10 •OSS: BK talk 10-11am •OSS, VA	11	12
13	14 •COMDEX (Las Vegas)	15 •COMDEX (Las Vegas)	16 •Stanford Workshop – JD •COMDEX (Las Vegas)	17 •BG – New Orleans •COMDEX (Las Vegas)	18 •BG – New Orleans •COMDEX (Las Vegas)	19
20	21	22	23	24 Thanksgiving	25 Thanksgiving	26
27	28 MSP out	29 MSP out	30 MSP out	1 MSP out	2 10:00 Board Meeting MSP out	3

December 1994

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2 10:00 Board Meeting	3
4	5	6 •Internet World (D.C.)	7 •JD, 10:30-11:10am •Internet World (D.C.)	8 9:00 BK Keynote •Internet World (D.C.)	9 •Internet World (D.C.) •Pac Bell Developers' Forum ?	10
11	12	13	14	15	16 •NYC, McGraw-Hill: JD, LS	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

WAIS, Inc.

STAFF MEETING AGENDA

October 31, 1994

I. <u>Weekly Business Reports</u>

      A.   Sales
      B.   Human Resources/Administration
      C.   Product Development
      D.   Services Development
      E.   Support
      F.   Calendar

II. <u>Meeting Objective</u>

III. <u>Issues for the Week</u>

IV. <u>Summary</u>

WAIS, Inc.

STAFF MEETING AGENDA

October 31, 1994

I.   <u>Weekly Business Reports</u>

      A.   Sales
      B.   Human Resources/Administration
      C.   Product Development
      D.   Services Development
      E.   Support
      F.   Calendar

II.   <u>Meeting Objective</u>

III.   <u>Issues for the Week</u>

IV.   <u>Summary</u>

Date: Fri, 21 Oct 94 19:36:52 PDT
To: judy
From: bruce@wais.com (Bruce C. Gilliat)
Subject: Upcoming "stuff" on Bruce's calander
Cc: Brewster, Larry, Cyndy, cronin@wais.com, Than

Judy:

Wanted to let yoou know about a few things:

1) Tuesday, Oct 25th I will be in Seattle all-day with Larry Steinberg –
would you let Brewster know in the event that I need to do something with
Microsoft or somebody else he has something to do with?

2) There is a board meeting on Friday, Oct 28th, would you please let me
know what time(s) I will need to be involved, and advise Brewster that I
need to discuss the type of documentation/reports that I need to have
available for that meeting?

3) On Tuesday, Nov. 1, 1994 SHL Systems House – integrators on the
Times-Mirror bid will be in to see me/C. Riley. BK and JD may possibily
need to be in this meeting as part of the meeting that they have asked for
is if WAIS Inc. can use any their in-house engineering talent for our
projects. The major portion of the meeting revolves around SHL's eval of
our stuff and how it works and them being a possible VAR of WAIS.

4) I am planning on being in NYC on Nov 2,3,4 for several meetings with L.
Steinberg. Please malander.ark this on your calander.

5) I will be in New Orleans on November 17 & 18, so please note this on
your calander.

6) December 16th in NYC, WAIS Inc. will be demoing net-stuff to McGraw-Hill
managers. WAIS Inc. will be on a panel as well. Please pencil-in John
Duhring as a potential candidate for this as I expect he and Larry
Steinberg will be making this happen.

7) While I'm in NYC I believe that K.Cronin would like for me to see
Hamilton-Standard – this is a note for KC to get me the details, account
plan, and logistics for the possible meeting.

Thanks,

Bruce

WAIS, Inc.

STAFF MEETING AGENDA

October 24, 1994

I. <u>Weekly Business Reports</u>

    A.   Sales
    B.   Human Resources/Administration
    C.   Product Development
    D.   Services Development
    E.   Support
    F.   Conferences

II.   <u>Meeting Objective</u>

III.   <u>Issues for the Week</u>
    A. Jim Wray: Interview process & tips

IV.   <u>Summary</u>

WAIS, Inc.

STAFF MEETING AGENDA

October 17, 1994

I.   <u>Weekly Business Reports</u>

    A.   Sales
    B.   Human Resources/Administration
    C.   Product Development
    D.   Services Development
    E.   Support
    F.   Conferences

II.   <u>Meeting Objective</u>

III.   <u>Issues for the Week</u>
    A. Dia: Centrex training at 1PM today.

IV.   <u>Summary</u>

October 1994

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 -Bionomics Conf. (S.F.)	21	22
23	24	25	26	27 -GeoNet Seminar (Palo Alto)	28 10:00 Board Meeting	29
30	31	1	2	3	4	5 -S.F. Bay Area Book Festival

December 1994

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2 10:00 Board Meeting	3
4	5 -Internet World (D.C.)	6 -Internet World (D.C.)	7 -Internet World (D.C.)	8 -Internet World (D.C.)	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 1994

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5 -S.F. Bay Area Book Festival
6	7	8	9	10	11	12
13 -COMDEX (Las Vegas)	14 -COMDEX (Las Vegas)	15	16 -Stanford Com. & Mkt. Workshop -COMDEX (Las Vegas)	17 -COMDEX (Las Vegas)	18 -COMDEX (Las Vegas)	19
20	21	22	23	24 Thanksgiving	25	26
27	28	29	30	1 10:00 Board Meeting	2	3

January 1995

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 -Multimedia Conf. (Paris)	12 -Multimedia Conf. (Paris)	13 -MILIA (Cannes) -Multimedia Conf. (Paris)	14 -MILIA (Cannes)
15 -MILIA (Cannes)	16 -MILIA (Cannes)	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

BOOKINGS

Week Ending:	New Orders By Week	Booking $ New Orders By Week	MTD Booking $	October Bookings Quota	% of MTD Goal	YTD Booking $	YTD Bookings Quota	% of YTD Goal	% of FY95 Goal
10/7/94	1	$10,000.00	$10,000.00	$234,000.00	4.27%	$971,650.00	$735,000.00	132.20%	32.39%
10/14/94	0	$0.00	$10,000.00		4.27%	$971,650.00		132.20%	32.39%
10/21/94			$10,000.00		4.27%	$971,650.00		132.20%	32.39%
10/28/94			$10,000.00		4.27%	$971,650.00		132.20%	32.39%

REVENUE

Week Ending		New Revenue $ For Week	MTD Revenue $	October Revenue Quota	% of MTD Goal	YTD Revenue $	YTD Revenue Quota	% of YTD Goal	% of FY95 Goal
10/7/94		$26,900.00	$26,900.00	$234,000.00	11.50%	$1,109,035.00	$735,000.00	150.89%	36.97%
10/14/94		$0.00	$26,900.00		11.50%	$1,109,035.00		150.89%	36.97%
10/21/94			$26,900.00		11.50%	$1,109,035.00		150.89%	36.97%
10/28/94			$26,900.00		11.50%	$1,109,035.00		150.89%	36.97%

Weekly Sales Log – October 1994

Perhaps we should have
Nick go over the hiring status
each week (at a high-level)
for this group rather than
putting Dia on the spot each week.

WAIS, Inc.

STAFF MEETING AGENDA

October 17, 1994

I.   Weekly Business Reports

      A.   Sales
      B.   Human Resources/Administration
      C.   Product Development
      D.   Services Development
      E.   Support
      F.   Conferences

II.   Meeting Objective

III.   Issues for the Week
      A.   Dia: Centrex training at 1PM today.

IV.   Summary
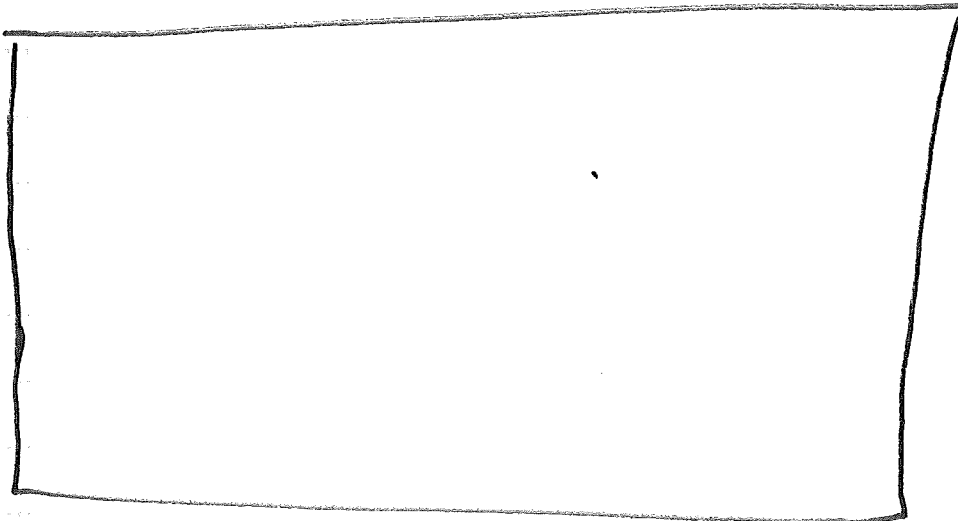
WAIS, Inc.

STAFF MEETING AGENDA

October 3, 1994

I. <u>Weekly Business Reports</u>

    A.   Sales
    B.   Accounts Receivables
    C.   Human Resources/Administration
    D.   Product Development
    E.   Services Development
    F.   Support
    G.   Conferences

II. <u>Meeting Objective</u>

III. <u>Issues for the Week</u>
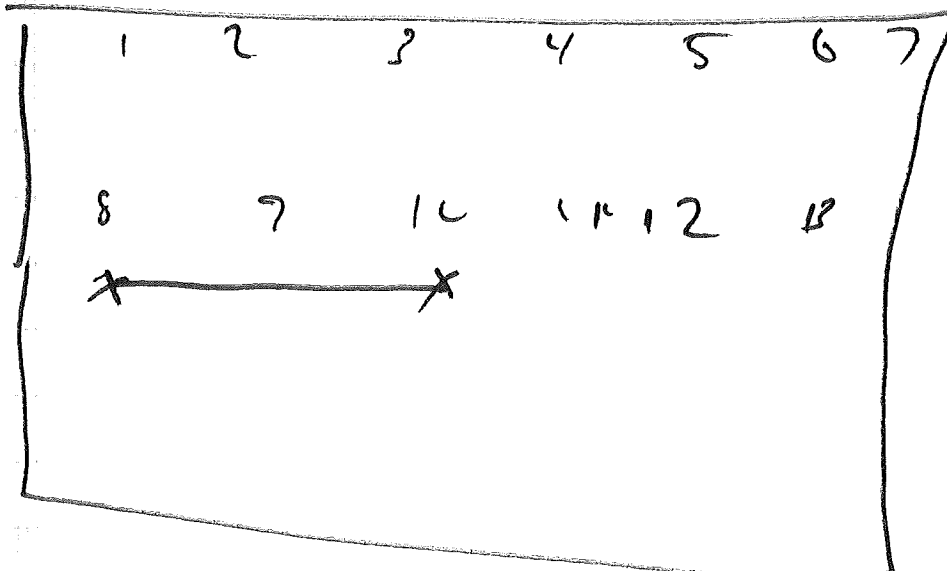   A.   KBO & Bruce - "drug-free" office

IV. <u>Summary</u>

OCT

NOV

- TRADE SHOWS
- CONF
- SPEAKING ENGAGE
- "OUT-OF-OFFICE"
  - KBO

- INTERVIEWS
- PUBLISHED ARTICLES

DEC

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 |

Conference Commitments

Brewster Kahle

October 4, 1994, 2 pm - 4:30 pm, Stanford U.
Informal discussion with speakers of "The Future of Japan's Information Infrastructure". Discussion topic: US NII Development and Perspective on the Future of US-Japan/Asia Networking.

October 18, 1994, 9am - 10 am, Monterey
Keynote speaker at the "Customer Support Consortium: A Vision for the Future 1994 Conference", sponsored by Symbologic Corporation, Seattle.

October 21, 1994, 9:30am, SF Mariott
Speaker at "Bionomics Conference"

John Duhring

October 27, 1994
GeoNet Seminar

WAIS, Inc.

STAFF MEETING AGENDA

October 3, 1994

I. <u>Weekly Business Reports</u>

    A. Sales
    B. ~~Accounts Receivables~~
    C. Human Resources/Administration
    D. Product Development
    E. Services Development
    F. Support
    G. Conferences

II. <u>Meeting Objective</u>

III. <u>Issues for the Week</u>
    A. KBO & Bruce - "drug-free" office

IV. <u>Summary</u>